

**2018 REGULAR SESSION OF THE COUNCIL
PROPOSED TIMELINE**

TARGET DATE	ACTION REQUIRED	BY WHOM
June 2016	Confirm location of the 2018 Council Session	US. Done: Oklahoma City
Oct 25-27 2016	Scoping mission to Oklahoma	OITA + AO
November 2017 or earlier	Confirm dates for the 2016 Council Session – Propose holding it on Tuesday 26 – Wednesday 27 June.	US
Week of 4 December	Exploratory trip to Council location	SECRETARIAT/ US
Week of 8 February	Release “save the date” announcement to the public	SECRETARIAT
February or earlier	Selection by administrator Pruitt of Council venue	US
26 March	Agreement is reached on Council theme, deliverables, side event/fair, etc.	US/CA/MX
Week of 9 April	Distribute to Parties draft public invitation and call for registration for approval	SEC/JPAC
Week of 23 April	Send registration forms and hotel reservations procedure to delegations	SEC
Week of 23 April	GSC provides the Secretariat with Council agenda outline	US/CA/MX
30 April	Release invitation to the public and post registration form on CEC website	SEC
Week of 30 April	Secretariat to distribute first draft annotated Council agenda (based on outline provided by the GSC)	SEC
Week of 7 May	Secretariat to distribute draft General Program	SEC
Week of 7 May	Provisional program of events opened to the public to be posted on CEC website	SEC/JPAC
18 May	Deadline for public pre-registration and request for financial assistance	SEC
28 May	Deadline for JPAC to select recipients of financial assistance	JPAC
30 May	Provide a confirmation to recipients of financial assistance	SEC/JPAC
June (date tbc)	Cut-off date for hotel reservations for delegates and public	SEC/US/ CA/MX

28 May	Deadline for Council Liaison Officer to receive all supporting documents/presentations for the Council Session	SEC/US/CA/MX
Week of 4 June	Distribute all supporting documents (draft agenda, presentations, draft Council resolution, provisional list of participants) to the Parties via e-mail and post on SharePoint	SEC
Week of 4 June	Distribute supporting material for the JPAC Conference	JPAC/SEC
14 June	Finalize distribution of all session documents to the Parties in all three languages including updated list of participants	SEC
Week of 25 June (tbc)	JPAC Regular Session	JPAC
Week of 25 June (tbc)	Council Session 2018	SEC/US/CA/MX